

Authority Request No. 421

REQUEST FOR LEGAL SERVICES

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All legal opinions and approvals rendered are based only on the documentation and information stated below or attached to this form and, thus, it is important that all relevant facts and information be provided at the time of review. Please advise the District Attorney's Office of new or additional information, as it may cause the opinion to change. In all cases, the opinions of the District Attorney's Office are not binding on the County, its officers or employees and may be followed or disregarded in the discretion of the elected official.

Date of Request: 6/12/2025 Department: Benefits and Retirement

State the nature of the legal request: Please review the attached Group Membership Agreement

between the YMCA of Greater Oklahoma City and Oklahoma County to be effective July 1, 2025,

as to form and legality.

RECEIVED

JUN 12 2025

CIVIL DIVISION
DISTRICT ATTORNEY

Jon Wilkerson
Signature

Reply of District Attorney's Office: _____

Reviewed - OK

Date of Reply: 6/12/25

[Signature]
Assistant District Attorney

YMCA of Greater Oklahoma City Corporate Membership Agreement Between OKLAHOMA COUNTY ("Organization") and the YMCA of Greater Oklahoma City

This **Corporate Membership Agreement** ("Agreement") is entered into by and between OKLAHOMA COUNTY ("Organization") and the **YMCA of Greater Oklahoma City** ("YMCA"). This Agreement outlines the terms under which the YMCA will offer a group membership rate to eligible employees of the Organization.

1. Membership Enrollment

- Eligible employees may join the YMCA by submitting a membership application through the designated point of contact (POC) within the Organization.
- Once the membership application is submitted, the organization's POC will forward it to the YMCA's designated POC for processing. Employees will be notified once their membership has been set up.

2. Fee Structure & Payment Methods

- Employees may select from any eligible membership type.
- **Joining fees will be reduced by half** for all Organization employees for the duration of this Agreement.
- Membership dues are paid **individually by employees** through payroll deductions which are processed and managed by the Organization. To cancel the membership, the employee must submit a written cancellation request to the Organization designated POC. Upon processing the cancellation, the Organization will notify the YMCA of the change within five (5) business days to ensure the member's account is deactivated and no further access is granted.
- The Organization will **contribute a monthly subsidy** for eligible memberships (see Section 3).
- The YMCA will **invoice the Organization** by the **fifth (5th) business day** of each month.
- The Organization agrees to **remit payment within 30 days** of the invoice date.
- **Billing discrepancies** must be reported **in writing within 10 business days** of the invoice date. Late submissions may not be retroactively adjusted.
- **Membership cancellations** must be submitted in writing by the **15th of the month** to avoid charges for the following month. Cancellations will not be backdated more than 30 days from the date of written notice.
- The Organization's designated contact is responsible for reviewing invoices and notifying the YMCA of any **employee status changes** affecting eligibility.

3. Membership Types and Rates

Membership Type	Standard Rate	YMCA Discount	Organization Subsidy	Employee Monthly Rate
Young Adult	\$38.00	\$10.00	\$17.00	\$11.00
Adult	\$48.00	\$10.00	\$17.00	\$21.00
Household	\$78.00	\$10.00	\$17.00	\$51.00

YMCA360	\$10.00	\$2.00	-	\$8.00
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- **Young Adult** includes ages 20 to 25.
- **Household Membership** includes up to two adults and all dependents under age 24 living in the same household.
- **YMCA360** is a digital, on-demand membership and is included with all standard memberships.

4. Membership Joining Fee Savings

Employees benefit from half-off joining fees, resulting in the following savings:

- **Young Adult:** \$50.00 = \$25.00
- **Adult Membership:** \$70.00 = \$35.00
- **Household Membership:** \$105.00 = \$52.50

5. Membership Promotion

The Organization agrees to **actively promote** YMCA membership opportunities to employees throughout the year. The YMCA will provide marketing materials and guest passes for distribution during:

- New employee onboarding
- Annual benefits enrollment
- Company wellness or health fairs
- Other applicable employee events

POC:

YMCA

Tracey Owens, Activations and Cancellations: Towens@ymcaokc.org

Shanna Smith, Billing: shannasmith@ymcaokc.org

Elizabeth Bowen, All Other Inquiries: ebowen@ymcaokc.org

Oklahoma County

Jon Wilkerson, Director of Benefits and Retirement: jon.wilkerson@oklahomacounty.org

Agreement Signatures

For the Organization:

Name:

Title:

Signature:

Date:

For the YMCA of Greater Oklahoma City:

Name:

Title:

Signature:

Date:

This agreement will have a term of one year from the above signed date. Early dissolution by either party requires 30 day notice.